

## DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

ARCHIVES NO. 07-71

Colorado Dept. of Public Health and Environment	DEPARTMEN		DIVISION	SECTION		
TITEM NO.  DESCRIPTION  RETENTION PERIOD  RETENTION PERIOD  RECORD SPECIAL INSTRUCTIONS  SPECIAL INSTRUCTIONS  Program-related correspondence, (for other correspondence see "Administration" retention schedule)  Program-related correspondence of a short-term or temporary nature, including historical data lists pertaining to loan amounts, date of issuance, interest rate which are part of the Intended Use Plans. These lists are updated yearly.  Stored permanently on computer hard drives, paper copy and compact disk, current year drinking water eligibility lists are on the Board of relatifity lists are on the Board of collection where the water eligibility lists are on the Board of collection where they still have administration website. Current plus 1 year are kept cettorincially.  Duplicates: Retain until no longer needed then destroy.  Stored permanently on computer hard drives, paper copy and compact disk. Current year drinking water eligibility lists are on the Board of leath website, wastewater eligibility lists are on the Water Quality Central Commission website. Current plus 1 year are kept letter of the destroy.  Special instructions  Program-related correspondence (for other correspondence of a short-term or temporary nature, including testing to a short testing to any pending legal cause, eligibility lists are on the Water Quality Central Commission website. Current plus 1 year are kept letteronically.  Duplicates: Retain until no longer needed then destroy.	Colorado Dept. of Public				t PERMANENT	
Administration   RETENTION PERIOD   SPECIAL INSTRUCTIONS	Health and Environment		Division		NON-PERMANENT	
Administration and program-related files.  1. Program-related correspondence. (for other correspondence see "Administration" retention schedule)  2. Program-related correspondence of a short-term or temporary nature, including historical data lists pertaining to loan amounts, date of issuance, interest rate which are part of the Intended Use Plans. These lists are updated yearly.  3. Program correspondence including capitualization grant does, annual reports, policy memos, intended use plans, policies, audits, state grant applications, EPA oversight documents.  Stored permanently on computer hard drives, paper copy and compact disk. Current year drinking waster eligibility lists are on the Board of Health website, wastewater eligibility lists are on the Board of Health website. Current plus I year are kept electronically. Duplicates: Retain until no longer needed then destroy.  No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives electronically. Duplicates: Retain until no longer needed then destroy.  No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives electronically. Duplicates: Retain until no longer needed then destroy.  No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives electronically. Duplicates: Retain until no longer needed then destroy.				Administration		
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request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of the		capitalization gra policy memos, in audits, state gran oversight docume	ant docs, annual reports, tended use plans, policies, tapplications, EPA ents.	hard drives, paper copy and compact disk. Current year drinking water eligibility lists are on the Board of Health website, wastewater eligibility lists are on the Water Quality Control Commission website. Current plus 1 year are kept electronically. Duplicates: Retain until no longer needed then destroy.	pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.	
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factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in Manual.

I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature	Date	Records Liaison Officer's Signature	D-4
Jerry Ketelsen	4/11/2007	Rituall	Date 10.23.2006
Attorney General's Signature	Date , /	State Auditor's Signature	Date /
John W. Snithers by man	7/18/07	( Orang to Sec.	Called
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